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TOWN CLERK
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ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, October 20, 1997, 7:30 pm at 68 Windsor Avenue,
Acton, MA 01720

Attendance: Dean Cavaretta, Tom Dill, Diane Poulos Harpell, Claire Kostro, Jean
Schoch, Naomi E. McManus/Acton Housing Authority
Absent: Diane Poulos Harpell

- 1). Tom Dill, Chairman, called the Regular Meeting to order at 7:30 pm.
- 2). Jean Schoch moved that Minutes of the Regular Meeting of September 23, 1997 be approved. Dean Cavaretta seconded the motion and all members voted to approve.
- 3). Jean Schoch moved to approve Voucher # 156 in the amount of \$156,817.58. Dean Cavaretta seconded the motion and all members voted to approve.
- 4). Executive Director's report

A). Board was informed that based on the results of Authority's August Fire Drill test there is possibly 10 or 12 elderly living at Windsor Green who might have difficulty hearing the Fire Alarm when they are asleep in their bedrooms at night. The Executive Director has contacted an electrician and asked him to install a test strobe/alarm device in one of the apartments. The Board requested that the FY'98's Annual Operating Budget include monies to install 12 strobe/alarm devices in the bedrooms of the tenants that may have difficulty in hearing the fire alarms when they are sleeping at night.

B). The Board was informed that the five (5) year Lease for Eliot House was renewed. Effective January 1, 1998 the monthly rent would increase 3% over last years monthly rent bring the rent to a total of \$1,659.00 a month. The need for an increase is due to the operating expenses being incurred yearly by the Authority.

C). Based on the recommendation of the Executive Director Claire Kostro moved that the Authority's Fee accountant be instructed to write off the rent arrearage of a past McCarthy Village handicapped tenant in the amount of \$189.00. Jean Schoch seconded the motion and all members voted in favor.

D). Based on the E.D.'s recommendation Claire Kostro moved to approve Pet Policy draft for the family residents living at McCarthy Village. Dean Cavaretta seconded the motion and all members voted in favor.

E). Board reviewed DHCD's memo requesting that LHAs not sign a contract with private utility companies. The State has asked LHAs to wait.

F). The RFPs for Fee Accountant Services was sent out to six (6) Accounting firms approved by DHCD. The RFPs are due back November 12, 1997.

5). Old Business

A). NAHRO's Annual Fall Conference was noted. Any Board member wishing to attend should contact the Authority's office.

B). The Board discussed the Payment in Lieu of Taxes signed between the Town and the Authority. It was the sense that any formal decision should be tabled until after the Board reviews the Annual Operating Budget with the Authority's Fee Accountant.

C). The AHA has appealed to the State's Building Code Enforcement Agency requesting a waiver to allow the current height of the porch rails at Windsor Green to remain at 36" instead of the new construction code requiring porch rails at 42".

D). Board reviewed James Brennan's resume for the Clerk of the Works position which is available under the modernization work for Windsor Green. Based on a positive interview and the personal reference received from an Architect the Board felt comfortable in offering the Clerk's position to Mr. Brennan.

E). Board was informed that two handicapped residents have provided medical documentation requesting that their air conditioner remain in their bedroom. It was the sense of the Board that the Authority must grant permission under reasonable accommodations for handicapped persons.

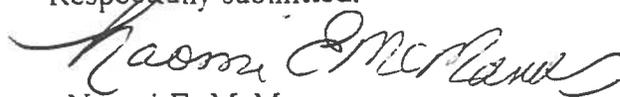
6). New Business

A). Based on the E. D.'s recommendation Jean Schoch moved to authorize the Executive Director to sign the Authority's Legal Counsel's annual contract in the amount of \$100 an hour not to exceed an annual cost of \$2000.00. Claire Kostro seconded the motion and all members voted to approve.

B). Claire Kostro moved that the Chairman be authorized to sign the Annual Contribution Contracts for the State's MRVP Program, the Residential Program and the AHVP Programs. Dean Cavaretta seconded the motion and all members voted to approve.

7). The Regular Meeting adjourned at 9:45 p.m. The next Regular Meeting was scheduled for November 3, 1997 at 7:30 p.m.

Respectfully submitted.



Naomi E. McManus
Executive Director